

Final Meeting Minutes  
Command Council Conference Call  
October 29, 2004

1. Attendees

Charlene Andrade	U.S. Fish and Wildlife Service (USFWS)- Primary Representative
Tom Suchanek	USFWS- Alternative Representative
Steve Hampton	Calif. Dept. of Fish and Game (CDFG) - Primary Representative
Jennifer Boyce	National Oceanic and Atmospheric Administration (NOAA) – Primary Representative
Joanne Kerbavaz	California Department of Parks and Recreation (Parks) – Alternate Representative
Sarah Mongano	California State Lands Commission (CSLC) – Primary Representative
Kathy Verrue-Slater	CDFG –Solicitor
Katherine Pease	NOAA – Alternative Representative
2. Agenda. Council approved the following agenda:
  - Cost Documentation Packages
  - Proposed 2004/2005 administrative budgets
  - Administrative issues
  - Process / timeline for submitting 2005 project implementation budgets
  - Suddjian update
  - Project updates
  - Next meeting
2. Administrative and Project Oversight. CDFG will take on lead administrative duties for the Council.
3. Administrative Issues. Tom Suchanek will be leaving the USFWS and will no longer act as USFWS's Alternative Representative.
4. Administrative Costs. The Council discussed administrative tasks and the use of administrative funds. The Council specifically discussed; (1) interpretation of Consent Decree guidance, (2) the degree to which it is possible to differentiate between project and general oversight / administrative costs, and (3) appropriate levels for these costs. Hampton will propose new annual administrative budgets, delineating between oversight and general council activities, with justification / references for limits. Council representatives will consider such recommendations when submitting proposed 2004/2005 administrative budgets.
5. Cost Documentation Packages. The 2001-2003 cost documentation packages (already reviewed and approved) have been misplaced. Council representatives will resubmit copies of the misplaced packages to CDFG (Hampton) for archiving. The Cost Documentation Committee will review 2003/2004 packages and, once approved, will submit packages to CDFG for archiving. USFWS will resubmit 2003/2004 cost documentation package to reflect minor errors noted by the Committee.
6. Project Budgets. Council changed the annual date for reviewing the status and funding of restoration projects to October. This will provide agencies with adequate time to process funds and provide moneys to proponents by January of each year; Trustees may submit additional requests throughout the year, if needed.
7. Project Updates.

- (1) *Girl Scout Creek Acquisition & Enhancement Project*: Council discussed the logistics of funding this project. CDPR will provide Bruce Nesslage with supporting information on state held escrow accounts and their usefulness in facilitating acquisitions. Verue-Slater and McKinley will develop a Memorandum of Agreement with State Parks regarding land use restrictions on the property. Kerbavaz will prepare MAMU management guidelines for Council review.
- (2) *Seabird Colony Protection Project*: Andrade and Boyce have been coordinating with agencies on agency interest and ability to manage this project. USFWS San Francisco Refuges is unable to take on the entire project. NOAA Gulf of the Farallones Marine Sanctuary has expressed interest in this project. Boyce will coordinate with them on their potential to implement all or part of it. Bureau of Land Management is also interested in being involved. NOAA and CDFG will take on lead project oversight duties for the Seabird Colony Protection Project in coordination with USFWS.
- (3) *New Zealand Shearwater Project*: Oikonos will present the project at the upcoming Pacific Seabird Group.

8. Outreach & Meetings. (1) Boyce and Andrade will attend the California Regional Seabird Conservation meeting next month to discuss Command projects. Andrade will present Command projects (via a poster) at the upcoming Pacific Seabird Group Conference in January. Council approved one day's time to develop the poster. Andrade will submit written request, if necessary, for any additional time. Council agreed that, in the future, representatives wishing to utilize Command administrative funds, for preparing outreach materials and for presenting at public events, will request in writing, the amount of funding needed and describes the benefit (to the Council) of their involvement in the activity. NOAA has produced the 2004 annual newsletter summarizing Council activities to date and highlighting projects to be implemented and documenting our expenditures.

9. Next Meeting. No meeting date was set.

10. To do's:

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|------|--|------------------------------------|
| I.   | Transfer administrative documents over to CDFG.  | Andrade                            |
| II.  | Review August Meeting Minutes and submit comments.   | Kerbavaz                           |
| III. | Propose administrative and oversight budgets, with justification.  | Hampton                            |
| IV.  | Propose 2005 administrative budgets for each agency.   | All                                |
| V.   | Review proposed administrative record index and provide comments to Hampton.   | Verrue-Slater<br>Pease<br>McKinley |
| VI.  | Submit 2004 project summaries and cost documentation, along with 2005 projected project budgets.   | All                                |
| VII. | Provide information on state escrow accounts to NRDAR Fund Manger.   | Kerbavaz                           |
| IIX. | Develop MOA regarding use-restrictions for acquisition property.   | McKinley<br>Verue-Slater           |
| X.   | Submit updated Corvid and Marbled Murrelet survey reports for Council Review.  | Hampton                            |
| XI.  | Coordinate with NOAA sanctuaries on their ability and interest to Manage the Seabird Colony Protection Project and discuss similar NOAA programs already in existence. | Boyce                              |